

POSITION TITLE: **LAW CLERK/LEGAL ADVISOR TO A FEDERAL DISTRICT COURT JUDGE**

APPLICATION PERIOD: **March 27, 2012 until filled**

SALARY RANGE: **\$55,027.00 to \$68,809.00 (CL 28 step 1 - CL 28 step 25)**

These figures represent the possible salary range. The actual salary is subject to negotiation and the applicant's qualifications.

BENEFITS:

The Law Clerk/Legal Advisor is entitled to a benefits package which includes retirement, health insurance, life insurance and disability insurance. In addition, the successful candidate will be entitled to paid holidays as well as paid annual and sick leave.

POSITION OVERVIEW:

The United States District Court for the Northern District of Iowa is seeking applications for a Law Clerk/Legal Advisor to Chief District Judge Linda R. Reade to begin August 1, 2013.

The position will be located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community located in eastern Iowa.

The successful applicant will be part of the Chief Judge's staff, which consists of a secretary, two elbow law clerks, and a court reporter.

Applicants should share the Court's interest in automation.

Applicants must be willing to commit to at least two years of employment with the court; however, employment shall be conditioned upon satisfactory job performance.

While duties may vary, depending upon the qualifications, the Law Clerk/Legal Advisor will likely be responsible for attending all sessions of the Court, serving as Chief Judge Reade's courtroom deputy, and managing the criminal docket. The Law Clerk/Legal Advisor is expected to work closely with Judge Reade's two elbow law clerks and secretary in managing the docket. As part of managing the docket, the Law Clerk/Legal Advisor will be responsible for drafting jury instructions in criminal cases, addressing substantive pre-trial and post-trial motions, drafting orders for the Court's signature, performing research to assist the Court, preparing trial materials for Judge Reade and drafting sentencing memoranda. The courtroom deputy duties of the Law Clerk/Legal Advisor include managing the courtroom during trials, operating and assisting attorneys with the technological equipment in the courtroom, and maintaining the minutes sheets for all time Judge Reade spends in the courtroom. In addition, the Law Clerk/Legal Advisor performs other duties, as assigned, and is a liason between the Court and litigants.

MINIMUM QUALIFICATIONS:

A degree from a law school of recognized standing in the upper one-quarter of the class (or certified completion of all law school studies and requirements, and merely awaiting conferment of degree) is required.

Applicant must possess excellent research and computer skills, be organized, a team player and highly motivated.

Law Review experience, publication of a noteworthy article in a law school publication or other scholarly publication, moot court experience or prior legal employment is preferred.

ADDITIONAL INFORMATION:

The United States District Court requires employees to adhere to a code of conduct which is available upon request.

The Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, not all applicants will be interviewed. The Court will only communicate with those individuals who will be interviewed.

The position will be open until filled and may be closed without further notice.

The Court is an equal opportunity employer.

REQUIRED CLEARANCES:

The successful applicant will be required to submit to a background clearance which includes fingerprinting. Appointments are provisional based upon successful background clearance.

HOW TO APPLY:

Applicants should submit a cover letter, resume, transcript, writing sample and recommendations to:

Linda R. Reade, Chief Judge
U.S. District Court
Northern District of Iowa
4200 C Street SW
Cedar Rapids, IA 52404

The Court will accept applications until the opening is filled.